

## **Completing the Evaluation Document**

The evaluation document and the appraisal interview are the main components of the yearly review. Completing the evaluation document should be more than just a written exercise for the supervisor. It should be well-thought through, planned in advance, and discussed with and signed by the reviewing officer before the employee is involved. During the interview, the evaluation should be used as a communication tool.

### **Steps In The Preparation For The Interview**

1. Gather Essential Information And Documents
  - a. The planning document
  - b. The PD
  - c. All supervisory notes
2. Prepare The Evaluation Document
  - a. Be specific
  - b. Be factual
  - c. Be objective
  - d. Use job related information
  - e. Use behaviors
3. Schedule The Interview
  - a. Allow sufficient time
  - b. Ensure privacy
  - c. Consider possible questions and reactions